

**Derbyshire Healthcare NHS Foundation Trust**

**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Lead Nurse</b>
<b>Grade:</b>	Band 6
<b>Hours:</b>	37.5 hours per week
<b>Responsible to:</b>	Senior Nurse/Service Manager
<b>Accountable to:</b>	Senior Nurse

**JOB PURPOSE**

As a registered practitioner you are personally accountable for your professional practice and have a legal/professional responsibility to service users, colleagues, employers and self. Guidelines for professional practice NMC. The Senior Nurse, as a Nurse Practitioner will provide a strong clinical leadership, ensuring evidence-based practice is delivered to improve the quality of and shape responsive services. The post holder will be responsible for establishing operational and clinical service mechanisms that support safe and high quality care throughout the twenty-four hour period. The post holder will present a professional image of nursing to promote a positive image for the trust to service users, carers and the community as a whole.

**1. CLINICAL PROFESSIONAL ISSUES**

- 1.1 The post holder will provide a professional role model for the delivery of high quality care.
- 1.2 Ensure evidence based practice and research awareness is used as the foundation for the assessment, planning, implementation and evaluation of nursing care.
- 1.3 Maintain and develop knowledge of advances in nursing practice, or theory in practice and act as the catalyst for innovation.
- 1.4 Promote service user and carer involvement, autonomy and choice are embedded into the philosophy of the clinical area.

- 1.5 Be responsible for ensuring the Care Programme Approach is applied to practice and that opportunity is fully provided to support service user/carer involvement in decision-making processes.
- 1.6 Ensure appropriate evidence based clinical risk assessments are delivered.
- 1.7 Ensure all service users have an up to date evidence-based care plan that meets the needs of service users.
- 1.8 Ensure legislative requirements are maintained (Mental Health Act, Code of Practice etc).
- 1.9 Ensure good practice is maintained taking the lead in challenging practice that requires change or development.
- 1.10 The post holder will demonstrate expertise knowledge in their chosen speciality, ensuring this is disseminated in a constructive and effective way.
- 1.11 Use effective interpersonal skills that relate to service users, carers and team members on an equal basis.
- 1.12 Ensure a multi-professional/agency approach to care is maintained, valuing the interface of professional roles and responsibilities.
- 1.13 Promote the use of critical analysis skills and innovative approaches to ensure care is reviewed according to service user needs/perspectives.
- 1.14 Facilitate service user responsibility and choices for healthy living, and the ability to determine their own lifestyle within the notion of health promotion and health protection.
- 1.15 Ensure there is an effective system in place for the co-ordination of care (i.e. Named nurse/professional system).
- 1.16 Post holder will have a high clinical profile that includes the provision of hands-on care, having a global overview of all care packages and clinical activities within a defined area.
- 1.17 Ensure trust professional guidelines are maintained for record keeping.
- 1.18 Post holder will support the development of the Nursing Service.
- 1.19 Post holder will ensure the Trust Policy for Clinical Supervision is Implemented; this will include having personal Clinical Supervision from a suitable person.
- 1.20 Post holder will proactively explore opportunities for, and take lead on developing reflective practice within clinical areas.

- 1.21 The post holder will support the development of standards set within 'The Essence of Care'.
- 1.22 The post holder will actively explore opportunities to enhance health promotional interventions in their widest sense.
- 1.23 Post holder will supportively challenge practice that does not meet required standards. ***Ability to adjust practice to changing circumstances.*** (Ref. N.M.C. 2000 and Strategy for Nursing – D.M.H.S. 2002).
- 1.24 The post holder will ensure person-centred care is delivered.
- 1.25 Ensure where necessary the Child/Adult Protection Procedures are followed.
- 1.26 Ensure that all providers of care throughout the health community are involved in planning delivering and evaluation care where indicated, i.e. CMHT's, Social services, Voluntary Organisations etc.

## **2. PROFESSIONAL ACCOUNTABILITY**

- 2.1 Exercise professional accountability and responsibility, taking into account the actions of other professionals who are responsible/accountable to you.
- 2.2 Ensure care is delivered to incorporate health and social care policy.
- 2.3 Ensure care is delivered in person centred manner ensuring gender, ethnic, cultural and spiritual needs of service users are adhered to.
- 2.4 Ensure carers/significant others are included in the planning implementation delivery and evaluation of care.
- 2.5 Demonstrate ability to weigh up the interests of service users in complex situations using professional knowledge, judgements and skills to enable you to account for the decisions you make, and the clinical leadership you provide for others.

## **3. LEADERSHIP**

- 3.1 Demonstrate the ability to adapt leadership/managerial theory according to Needs.
- 3.2 Demonstrate an understanding of and the ability to apply change management Processes and theory.
- 3.3 Empower all team members to participate in implementing change by using Problem solving, considering potential conflicts and planning resolution.

- 3.4 Proactively manage conflict within a multi-professional team, ensuring the needs of the service users are maintained.
- 3.5 Nurture a culture of respect for others, and an environment that values and is pro-actively respectful of ethnicity, gender, culture and individuality for service users and staff.
- 3.6 Ensure trust policies, procedures. And legislative directives are advocated. i.e. Equal Opportunities, Human Rights Act, Disability Discrimination Act, Race Relations, sex Discrimination etc.
- 3.7 Ensure service users/carers participate in developing and shaping the service where possible.
- 3.8 Promote the strategy for nursing within a multi-professional framework.
- 3.9 Ensure that awareness of clinical and resource management information is Used analytically to inform decisions that meet service users, team and organisational objectives.
- 3.10 Ensure all resources are managed effectively i.e. financial, staff, equipment, stock control etc.
- 3.11 Develop strategic thinking skills, promoting an umbrella view of clinical situations for the multi-professional team.
- 3.12 Chair clinical and non-clinical meetings as required.
- 3.13 Take the lead in Clinical Practice Development Project Groups as Indicated.
- 3.14 Post holder will ensure good communication systems are in operation within The clinical area, that support and enhance high quality care, (i.e.: *IT, verbal Inter-personal, written*).
- 3.15 The post holder will take the lead in developing clinical and non-clinical risk management systems are operational within the clinical area, including Health & Safety at Work issues.
- 3.16 Post holder will support the development of Improving Working Lives Initiatives.
- 3.17 The post holder will participate in the bleep holding system.
- 3.18 The post holder will receive management supervision from the Band 7 Ward Sister.
- 3.18 Post holder will ensure that the Complaints Procedure is followed.

#### **4. QUALITY ASSURANCE**

- 4.1 Lead on developing and delivering the clinical governance agenda/plan.
- 4.2 Facilitate the development of evidence-based standards of care that include service users, carers and team members.
- 4.3 Support the development of the PALs Service and Service User Monitoring.
- 4.4 Take the lead in and co-ordinate untoward incident investigation and reporting, promoting a 'learning the lessons culture'.
- 4.5 Identify and when necessary take the lead in developing clinical audit and research activity.
- 4.6 Ensure that reporting systems are in place for Performance Management Issues such as Care Programme Approach.

#### **5. PRACTICE/PROFESSIONAL DEVELOPMENT**

- 5.1 Demonstrate the ability to monitor personal practice ensuing live nursing registration is maintained including CPD and PREP requirements.
- 5.2 Promote a culture of Life Long Learning.
- 5.3 Ensure personal professional development, promote good practice, prevents poor practice, intervening in unacceptable practice.
- 5.4 The post holder will ensure they and those responsible/accountable to them, function within the parameters of their professional role, extending and expanding these where appropriate to meet the service users needs.
- 5.5 The post holder will ensure that the staff they are responsible for attend relevant statutory training as identified by the Trust.
- 5.6 The post holder will support the development of annual skills profiling of their team.
- 5.7 The post holder will be responsible for developing a learning environment/culture ensuring adequate teaching opportunities are in place.
- 5.8 Through mentoring and coaching the post holder will actively participate in clinical practice development.
- 5.9 The post holder will receive and where necessary co-ordinate IPR's and PDP's.

## **6 INFORMATION GOVERNANCE**

- 6.1 The Derbyshire Mental Health Services NHS Trust requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the Trust and its service users and employees.
- 6.2 All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.
- 6.3 Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- 6.4 All Information obtained or held during the post-holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.
- 6.5 Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.
- 6.6 Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

## **7. INFECTION CONTROL**

- 7.1 All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

## **8 OTHER ISSUES**

- 8.1 This job description will be reviewed annually with the post holder; alterations will only be made after consultation and agreement.
- 8.2 The post holder may be asked to undertake duties not directly highlighted within this job description. This will only be done when the skills and experience of the post holder meet the requirements of the role.

## **9. SPECIALITY SPECIFIC REQUIREMENTS**

- 9.1 To coordinate the shifts for the whole of Hartington Unit.

To have an overview of the staffing and redeploy staff as appropriate to clinical activity

To attend and advise and support staff in emergency situations of both a medical and psychiatric nature

To act as fire officer for the psychiatric unit.

Offer clinical supervision to staff with attention to the specific clinical issues relating to the management of a night shift.

9.2 To deputise for the clinical coordinator as required.

9.3 To liaise with the Clinical Coordinator in order to be mindful of the clinical activity within the inpatient unit.

9.4 To liaise closely with the Crisis Teams service managers and Clinical Coordinator regarding admissions and bed management.

9.5 To coordinate section 136 assessments.

9.6 To offer support and assistance to the clinical areas.

9.7 To offer advice and support to other professionals / agencies that provides a service for clients with the inpatient unit.

Although the post holder will be expected to do a significant amount of night shifts, there will be a requirement for them to work days to meet the needs of the service and to participate in professional development.

## **Values**

As an employee of Derbyshire Healthcare NHS Foundation Trust you are required to adhere to the Trust's overriding value of putting "patients at the heart of everything we do". In recognising both the values expressed in the NHS Constitution and the Trust Values you will:

- Take pride in the Trust, show loyalty and commitment.
- Build and maintain trust in all our relationships.
- Treat everyone with respect, recognise people's differences.
- Value everyone, listen to others and respond accordingly.
- Be positive, honourable and honest but also sensitive
- Be respectful, welcoming, polite and courteous.
- Put quality at the centre of all we do.
- Educate and develop ourselves to perform to the highest standards

**Safeguarding – The action we take to promote the welfare of children and vulnerable adults and protect them from harm**

## **SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY**

All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.





# Derbyshire Healthcare NHS Foundation Trust

## PERSONAL SPECIFICATION

BAND 6	Essential Criteria	Desirable Criteria	How Assessed
<b>Education/Qualifications</b>			
♦ RN Part 3/13	♦		A/I
♦ RN Part 1/12		♦	A/I
♦ Educated to Diploma Level (i.e. Dip HE Nursing) or evidence of post qualification education/training	♦		A
♦ ENB 99/78, NVQ Assessor, CG 730 or equivalent	♦		A
♦ Evidence of up to date Personal Development Plan Professional Portfolio	♦		A/IP

Experience/Skills			
❖ Recent and relevant post registration clinical expertise that will include core competencies around NMC Nurse Competencies	❖		A/I
❖ Demonstrate comprehensive knowledge and awareness of professional accountability and codes of conduct	❖		A/I
❖ Demonstrate the ability to co-ordinate and lead multi-professional teams	❖		A/I
❖ Demonstrate literacy and numeric skills that enable clinical organisation and financial management	❖		A/I
❖ Demonstrate knowledge and expertise of CPA/Risk Assessment and Management Skills	❖		A/I
❖ Demonstrate leadership skills such as motivation, facilitation, mentorship etc	❖		A/I
❖ Demonstrate up to date evidence based knowledge for Nursing Practice generally and the chosen speciality	❖		A/I
❖ Demonstrate the ability to lead the clinical team in a service user/ career focused way	❖		A/I
❖ Demonstrate exposure to and a comprehensive knowledge of Clinical Governance in action (audit, research clinical effectiveness etc)	❖		A/I
❖ Demonstrate the ability to lead and develop practice around best available information	❖		A/I
❖ Demonstrate operational management skills, including change management, project management etc.	❖		A/I
❖ Demonstrate the ability to be part of the corporate strategic service developments	❖		A/I
❖ Demonstrate knowledge of legal and ethical issues relating to clinical practice, including policy and procedure development	❖		A/I
❖ Demonstrate the ability to deliver Clinical and Managerial Supervision within an effective model	❖		A/I
❖ Demonstrate an understanding of work-based legislation	❖		A/I
❖ Values			
• Respectful and build Trust			
• Compassionate			
• Be responsive, listen and positive			
• Dignity			

<ul style="list-style-type: none"> <li>• Value &amp; support other people</li> <li>• Engage and Encourage</li> <li>• Value learning and innovation</li> </ul>			
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**Key:**

<b>A</b>	<b>= Application Form</b>
<b>I</b>	<b>= Interview</b>
<b>P</b>	<b>= Presentation</b>

Please note that you will need to either provide evidence of all essential criteria on your application form (or in supporting documentation, or an indication that evidence can be provided at interview)